

# *The* NATIONAL *Secretary*

**Volume 10**

**Number 1**

**October, 1944**

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# THE NATIONAL SECRETARY

VOLUME 10  
NUMBER 1

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The National Association  
of School Secretaries

OCTOBER  
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for  
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in public, private schools and colleges

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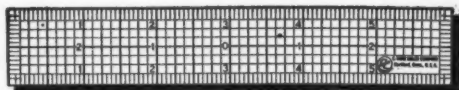
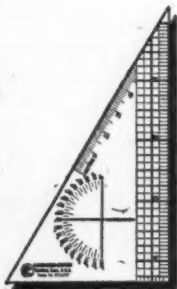
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## PRESIDENT'S MESSAGE

Constance King Cowardin

In my first message as President to you, whose wishes I must represent to the best of my ability, I want to state what I believe to be our aims for the immediate future.

According to the general opinion, professional persons—educators, doctors, lawyers and others—are least affected by skyrocketing wartime salary inflation and the chaotic reconstruction periods following. Therefore, we must concentrate on securing the gradual professional standards we have been acquiring over a period of years while the slight inflation visible in professional groups is in the ascendancy. When the downward spiral begins, few persons will work with the same enthusiasm toward retirement, tenure, better salary scales, higher qualifications for the individual position, and the other goals we have set for ourselves through the years.

We have already started the wheels in motion to become a department of the National Education Association if you wish it. (See Miss Farner's article on page 14.) Membership with your superintendents, principals and teachers in this professional organization would increase our hopes for eventual standardization.

Believing that there is a need for a central research department for our own secretaries, we have established such a committee headed by Miss Daly (see page 30). Inquiries about any data relating to the school secretary or her work will be answered by this committee.

Miss Alice Teegarden will continue collecting and editing the scrap book and all clippings referring to our organization should be sent her with the date and newspaper or magazine name from which the clipping is sent.

We were fortunate to be able to hold Miss Anne Critchlow on the magazine staff. After her invaluable experience as editor for the past two years, she will continue in her editorial work as "columnist" with LISTENING IN.

The nominating committee, headed by our past president, Betty Zimmerman, has already started work and it is especially important that you heed the plea made on page 30 for suggestions since we have possibly only one more year without conventions.

Other committee appointments are being made and you will hear more of them in our next issue of the magazine.

Now I want to introduce the Executive Board—alphabetically:



Edna Atkinson has her hands full—not only of our money, since she is our treasurer, but also with work—both secretarial and social. It seems that Oak Park, Illinois, is practically at the cross roads of the travel lines of our executive board because this summer most of us were entertained at her home. Voluntarily, she offered to handle the membership fees directly in order to speed the issuance of membership cards. Do help her by mailing yours promptly.



Then there's Mary E. Bowers, a newly-elected executive board member from Crawfordsville, Indiana. She writes:

"Present war conditions make it more necessary than ever before that we support our professional organizations—local, state and national—and strive to be united in our effort to further our objectives of service, recognition, information, and fellowship.

"Under the wise and careful guidance of the able leaders during the ten years of the organization of the National Association of School Secretaries, much has been accomplished and a feeling of national unity, loyalty, and cooperation has been established.

"As we look ahead, let us maintain and steadily raise the standards of our group toward new goals."

She will work on the committee with Catherine Daly, also an executive board member who describes the plans for the new research department on page 30.

Eleanor M. Deardon, vice president in charge of the affiliated groups, has spent much time revising our constitution during the past year with Mrs. Helen Bingham of Los Angeles. The result will be found on page 38. This revision merits your careful study and the expression of your opinion as provided on page 44.

Mildred G. Farner, our recording secretary, after writing the minutes at our lengthy sessions of executive board meetings in Pittsburgh and consolidating them for you beginning on page 17, said that her Association work was quite light for the rest of the year and wouldn't we let her help in some other way. Accordingly she was made chairman of the committee to represent you in any plans relative to becoming a department of the National Association of Education. Mildred says, "This promises to be a busy but interesting year for me in the National Association of School Secretaries. My job as Recording Secretary is finished for this year until next summer as the minutes of the Pittsburgh meeting have been written up and are in the book. My time will be taken up with some membership work as I am a Sectional Membership Chairman and have four state chairmen with whom I work. The big task will be that in connection with my assignment as Chairman of the Committee for seeking Departmental status of our Association in the National Education Association. In addition, I have my duties as President of our Ohio Association of School Secretaries."

Flo Garretson of the Scotch Plains Township Schools, New Jersey was so outstanding in her work with membership that she was elected a member of the executive board this year. She will have charge of the continuation of the work done on the "professional study" by Alberta Cordier last year. She writes:

"At the Executive Board meeting of the National Association of School Secretaries in Pittsburgh, it was the consensus of the group to continue our professional study. The phase to be pursued will be a questionnaire sent to a select group of superintendents, who are interested in our growth, to determine





their reactions on the question of training and qualifications necessary for initial employment of school secretaries. This feature was thought worthy of developing as a follow-up of the very fine report compiled and printed on 'The Training, Experience, Duties, and Status of the School Secretary,' as an outgrowth of the questionnaire filled out by our members. It will be interesting after this compilation is made to compare the superintendents' reactions with the results obtained from the secretaries' points of view. If you have any suggestions in promoting this survey, let me hear from you. A more detailed report of our progress will be forthcoming in the next issue of our magazine."

Mrs. Grace B. Holt, executive board member from Phoenix, Arizona, will continue her study of retirement plans and assist Miss Farnar with her committee. She writes:



"Let's set a goal to double our membership this year! It can be accomplished if we all work hard. Some of you have been faithful members for many years, but we need some new ones, too. The little extra time and enthusiasms that we spend in securing a new member will put our organization over. Wouldn't it make our hearts glad to have 2600 members next year? Let's make that our goal!"

"We must also keep foremost in our minds the aims of our Association—professional advancement, service to the community, retirement, tenure, certification, salary increments, and a large and active membership."

Mrs. Belle S. Kuehny, vice president from Los Angeles, is probably known to all of you since her duties in working with "membership" included a letter to each of you inviting your renewal of membership. A tireless worker, Belle gives our association something of the buoyancy of her own spirit in each of her letters.



When St. Peter is handing out stars for our crowns, he will have a large handful for our human dynamo, Sara Milner, corresponding secretary from Atlanta, Georgia. After writing all the letters we dictated at the meeting in Pittsburgh, Sara said that she had a little time left for membership work and anything else we wished. She has been pinch-hitting for us in every tight spot for a number of years now and it is certain that she will be called on more and more.

Katherine E. Mitchell, vice president from Pittsburgh, managed a most successful executive board meeting in her home town and shows her ability as editor in the magazine you are now reading. She has chosen Miss Margaret Kleiser of the Connelley Vocational High School of Pittsburgh as assistant editor and we welcome her to active work with the National Association of School Secretaries.



I hope that the enthusiasm of these chosen officers truly represents the enthusiasm of the entire membership. In that case nothing can stop us and we'll have "ceiling unlimited."

## DAN CUPID INVADES RANKS OF THE "OFFICIAL FAMILY"

The engagement of Miss Grace Constance King was announced recently by Mrs. Archibald Hague Pearce to Mr. Harry Alfred Cowardin. The ceremony was performed on October 21 at four o'clock in the Grace and Holy Trinity Church, Richmond, Virginia, by Doctor F. W. Burnham.

Mr. Cowardin is the son of Mrs. Samuel Pendleton Cowardin and the late Mr. Cowardin. He is a graduate in Mechanical Engineering from the University of Virginia.

The officers and members of the National Association of School Secretaries extend their very best wishes to Connie, and to Harry their congratulations.

To allay any fear that we are going to lose our very able President, we hasten to tell you that Connie is planning to continue in her present position in the John Marshall High School in Richmond.

## N.E.A. DEPARTMENTAL STATUS FOR THE N.A.S.S.

There in a nutshell is the goal of one of our professional projects for this year.

Our President, Constance King, appointed M. Alvina Carroll of Washington, D. C., Grace B. Holt of Phoenix, Arizona, and myself to serve as a committee to work on this very important project.

We have been approached numerous times concerning our eligibility to become a Department of the National Education Association. This thought has been in the back of our minds for the past three or four years, and now that our Association is ten years old and has withstood the storms that beset a young organization and yet has grown, we feel that we are ready to take definite steps towards our goal.

Constance King, M. Alvina Carroll and I had the privilege of conferring with Dr. Willard E. Givens, Executive Secretary of the N.E.A., at his office in Washington, D. C., on September 1. As a result of this conference we are now able to present to you the details involved in

promoting our project.

Several things are necessary before our goal can be achieved. First, as many of our members as possible should join the N.E.A. by paying their annual dues of \$2.00 a year in addition to the \$1.00 dues of our own Association. Second, we must have at least two hundred signatures of our members on a petition asking that our Association be voted in as a Department of the N.E.A.

As the plan now stands, this petition is to be presented to the Representative Assembly of the N.E.A. at its meeting next summer at Buffalo, New York. It is held for one year for purposes of study before it is acted upon.

No doubt, this will raise many questions in your mind, so, the article in the February issue will be devoted to answering such questions. Send them along to me, won't you?

MILDRED G. FARNER,

P. O. Box 28, Findlay, Ohio.

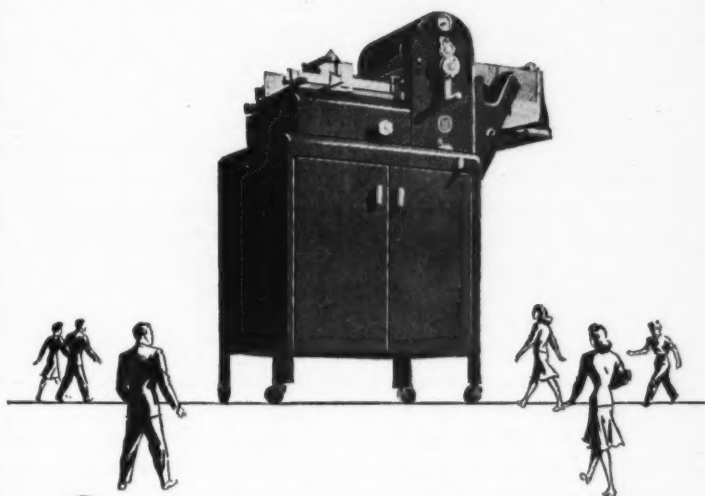
*(To be continued)*

If you have any suggestions or wish to ask any questions regarding certification of secretaries, get in touch with Louise Henderson, 539 Argyle Drive, Philadelphia, or Katherine E. Mitchell, Board of Education, Pittsburgh. Miss Henderson is on sabbatical leave from her position as secretary in the Cassidy School for this year and is attending classes at Columbia University.

In line with preparation for certification, the Pittsburgh School Secretaries Association made arrangements with the University of Pittsburgh for a course in School Law and Administration for School Secretaries, beginning February 7, 1944. School secretaries in Pittsburgh were granted thirty scholarships of Twenty Dollars each for the course. The group met one night a week for two hours. The course was a two credit course.

Mrs. Margaret W. Pegel, Harding Junior High School, Torresdale Avenue and Wakeling Street, Philadelphia 24, is the President of the Pennsylvania State Association of School Secretaries and editor of the Bulletin.

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## Editor's Page

Greetings from your new editor and assistant editor! We are sorry our first issue is late but it was due to circumstances beyond our control. We promise to have the next five issues, for which we are responsible, on time.

Being editor and assistant editor of a magazine is really quite interesting and something entirely new to us. We feel we shall be fully educated in the noble art of editing and printing during the next two years. Already such words as "cut", "hctograph", "hand-set layout", "galley", "logotype", "electroplate", and "dead line" have become common words in our vocabulary. Our printer has taken us on a tour of the plant to see the magic presses in operation. We have learned that the principles of this art were known to the ancient Assyrian nations. Printing from blocks and clay tablets was practiced in China as early as 50 B.C., but modern printing dates from the invention of movable type, which took place less than five hundred years ago. Johannes Gutenberg is now authentically recognized as the inventor of printing by movable type. Printing was introduced into Milan and Venice in 1469, into Paris in 1470 and into London in 1474. Aldus Manutius of Venice was the inventor of Italic type.

The early printers cast their own type, made their own ink-balls or ink-rollers, had iron frames or chases made in which the type was confined. Early in the nineteenth century, the making of type or type founding was separated from the printing office. Experimental type-composing machines were built about the same time, culminating in the linotype or slug-casting machine, and in the period beginning about 1875 the methods of typesetting underwent an almost complete change, becoming almost wholly mechanical. Stereotyping and electrotyping (the casting of a page in one piece of metal), photoengraving, lithography are likewise done by machine. About 1860 paper-folding machines began to be manufactured, and at the present time the business of bookbinding has become a separate division of the printing trade. Color printing has advanced, both from the lithographic and typographic side, until the most beautiful and artistic productions of paintings are now made available. Type measures were standardized on a "point" system late in the 19th century; one inch is 72 points.

Now that we have let you in on some of the scenes behind the scenes, won't you let us have your cooperation by making suggestions and criticisms so that we may continue to make THE NATIONAL SECRETARY the worthwhile medium of communication which it has been in the past to the members from coast to coast.

This is YOUR magazine. We need your help. If there is a member of your organization, or some member of your school system, who can contribute an article of interest, please let us know.

Editorially yours,

KATHERINE E. MITCHELL, Editor

MARGARET C. KLEISER, Assistant Editor



## PITTSBURGH PARLEY

By Mildred G. Farner

Due to government restrictions that still exist on traveling, conventions, and what have you, it was necessary to again confine the annual meeting of the National Association of School Secretaries to the officers and other members of the Executive Board.

This meeting was held in Pittsburgh preceding but in conjunction with that of the General Assembly of the National Education Association, July 1-3 with headquarters at the Schenley Hotel.

Kay Mitchell was very wise in selecting this hotel for us, as it is situated in the Civic Center of the city and the surroundings are very beautiful. Just across the street from us was the beautiful campus of the University of Pittsburgh, and if you were good enough, you could bat a baseball into the stadium of the Pittsburgh Pirates. Don't let this statement mislead you; we did not see a game—we missed it by one day.

As there was much business concerning the welfare of the association to be brought to the attention of the Executive Board, three very busy but happy days were spent in charting our course for the coming year.

Those in attendance at the meeting were Betty Zimmerman, President; Eleanor M. Dearden, Vice-President; Belle S. Kuehny, Vice-President; Edna Atkinson, Treasurer; Sara E. Milner, Corresponding Secretary; Mildred G. Farner, Recording Secretary; Catherine Daly, Grace B. Holt, Constance King, Executive Board members; and newly elected members Katherine E. Mitchell, Vice-President; Flo Garretson, Executive Board member. Much to our regret, it was impossible for Anne J. Critchlow, Mary Bowers, and Alberta B. Cordier to be present for the meeting.

Most of the girls arrived late Friday afternoon and evening so as each one arrived and checked in, there was a scramble to see who had already arrived and where they were. I found a nice little note in my mailbox saying, "If you arrive in time, won't you please join us

for dinner at the Royal Yorke." There I was reading that perfectly lovely invitation at 10:00 p. m., my train having been just a trifle late! Oh, yes, speaking of notes, Kay Mitchell qualifies for the chairmanship of the Reception Committee for the city of Pittsburgh and should be so designated by His Honor, the Mayor. When we arrived, each of us was handed an envelope containing all the information about the city, nice places to go for food or entertainment, and a very clever welcoming letter from Kay herself. The only trouble was, that we were so busy we didn't have time to make use of any of this valuable information! We will keep it, Kay, and save it for our next trip to Pittsburgh.

The next morning we started our work in earnest. The first order of business was the reading of the minutes of the meeting held in Chicago last year, which was followed by the Treasurer's report.

The President announced the results of the election for officers as follows:

President—Constance King

Vice President—Katherine E. Mitchell

Corresponding Secretary—Sara E.

Milner

Treasurer—Edna Atkinson

Executive Board Members—Mary E. Bowers, Flo Garretson

The various reports were then given. Belle S. Kuehny in giving the membership report stated that our membership for the year 1943-44 totaled 1302. This figure in comparison with that of the previous year's figure of 1146 shows an increase of 146. However, due to lack of renewals on the part of some old members the actual new members totaled 450.

As a complete report of the Professional Study was printed in the May, 1944 issue of the National Secretary no further report was needed. Alberta B. Cordier, who was in charge of the study this past year, was not present for the meeting, so a letter was written to her, expressing our sincere appreciation for her efforts and for the fine piece of work accomplished in setting up the tables to be printed.



Eleanor M. Dearden gave a brief report on affiliation and the Advisory Council. Fifteen associations, either state, sectional, or local, affiliated this past year. We hope that we may have annual meetings of the entire association in the near future so that the Advisory Council will have a greater opportunity to function. I wish to take a little time here to explain for what purpose the affiliation dues were used.

At the time of the meeting in Denver, it was voted that affiliation dues be set aside for special use such as the Professional Study or other projects of the association. Last summer at the Chicago meeting of the Executive Board it was decided that at the end of this year the results of the Professional Study would be published in booklet form and distributed to the membership. Later, in an effort to save money, and since the May issue of the magazine was to be an anniversary edition, it was decided to print the study in that issue. This, of course, increased the cost of the printing of the magazine for that issue. Since the affiliation dues had been earmarked for special use, the Executive Board at our meeting in Pittsburgh voted to use the \$155 in the treasury, representing affiliation dues, to defray the extra expense involved in the printing of this report in the May issue.

Other routine reports such as that of the magazine, advertising, and the Auditing Committee followed. The President reported that Mrs. Alice Teegarden, the Historian of the association, was working on the scrapbook and history of the National Association of School Secretaries. Since then, a few of the girls have had a sneak preview of it and tell us that it is going to be simply beautiful—thanks to Alice. I will tell you now that it will be very much in evidence and beautifully displayed at our next annual meeting!

As they will at one time or another be discussed in other articles in this or future issues of the magazine, I will not go into detail about other items of business but list them briefly for you.

For the election in May, 1945, two names will be placed upon the ballot for each office.

In discussing the matter of membership, it was decided that all money and the five section cards are to be sent directly to the Treasurer who will make the proper distribution.

The Professional Study is to be continued. The next stop will be a questionnaire to a selected group of Superintendents of Schools, the questions to be based on information contained in the study to date.

The problem of advertising and financing the magazine was discussed.

Fully realizing the immense amount of time and energy given to the Association by Louise H. Henderson, the founder and first President of the Association, the Executive Board felt that some recognition of her services should be made, particularly since this year was the tenth anniversary of the Association. Therefore, the Executive Board voted that the title of President Emeritus be conferred upon the founder and first President of the National Association of School Secretaries. Louise, we are very happy indeed to welcome you as a permanent member of our Official Family.

Mrs. Helen H. Bingham of Los Angeles, California, was present for a session of the Executive Board and presented the revised constitution for our Association. It will be found elsewhere in this issue along with a tear sheet on which the membership at large is to vote on the revision. A special vote of thanks was given to Helen for her efforts and the fine work accomplished in setting up the revised constitution.

At the last session of the Executive Board the meeting was turned over to the new President, Constance King. Under her leadership assignments were made as to the duties of the Executive Board members for the coming year, and plans of action were discussed.

Now that the matter of business is safely out of the way, I want to tell you about the delightful dinner party the Pittsburgh Association of School



N.A.S.S. TENTH ANNIVERSARY CAKE!



The President, Junior Vice President and three Vice Presidents holding the cake.



Some of the officers coming out of the Hotel Schenley after a lengthy business meeting.



The President and Junior Past President holding the cake.

Secretaries gave for the members of the Executive Board on Saturday night at the College Club. The theme for the dinner was the tenth anniversary of our Association with the color scheme in pink and blue. When we arrived we had pinned on us an identification card in the form of a pink birthday cake tied with blue ribbon. Each place at the head table was marked with a lovely place card and a gardenia corsage, while at the other tables each girl had a beautiful pink rose. These flowers were the gift of the Pennsylvania State Association of School Secretaries. Marie E. Hamel, President of the Pittsburgh Association, very graciously presided at the dinner. In front of her place was a very lovely and delicious looking birthday cake all white, pink, and blue frosting, with ten pink candles. In front of each Board member there was a gift package, and upon opening them we found purse size cosmetic bags—all alike. The exclamations of delight rose in one chorus. The birthday cake and the cosmetic bags were the gift of the Pittsburgh Association. After the dinner, we were entertained with a hilarious program of Truth and Consequences, and I must say, that a few of us had to do some of the entertaining!

After the dinner, several of the Pittsburgh girls took us up Mount Washington so that we could see the city at night. It was a most enthralling sight to see.

As we had been presented the cake, we took it back to the hotel with us and had to show it to everyone. That poor cake was carted around so much—it was even taken out of Betty's room one night—until out of sheer sympathy we finally cut it and ate part of it—with ice cream. That is a story in itself. If that cake could only talk and tell the wild tale of its brief sojourn, I'm sure it would say we were all crazy. It was even separated from itself, the upper and smaller layer taking a wild train ride in a Palmolive soap box all the way to New York so it could be presented to Louise H. Henderson and then she, the heartless creature, went back to Philadelphia,

leaving it to pine away (or should I say dry up) in a hotel room.

I could go on and tell you about our all too brief but nice visit with our Good-will Ambassador, Cameron Beck, who called upon us at the hotel—Cameron, will you ever get over having eleven girls seated with you at the dinner table?—and shared his friendship with us; about the smorgasbord at Kaufmann's Department Store the night the gang broke up to go their devious ways, or about the picture show, "White Cliffs of Dover" when everyone had red-rimmed eyes and Belle broke the tension by breaking loose with the remark "and a good weep was had by all—don't forget to tell them that"; or about—but that is another story.

Anyway, despite our long hours of work, we had a grand time and enjoyed seeing each other again. The thought in all our minds was that we hope it won't be too long before we can have a regular convention again so that we all may share the work and the good times.

\* \* \* \* \*

### **Side Lights on What Happened After the Meeting!**

Six of us girls—Betty, Edna, Grace, Helen, Belle, and myself—decided to make a vacation out of our trip by going on to New York and other points East.

Well, to make a long, long and delightful story short, I will put our trip in a nutshell, as I don't dare to take up too much space in this magazine. Perhaps I had better say a birdseye view, as one would almost have to have wings to keep up with us.

Our train left Pittsburgh at 1:36 a.m.; Louise H. Henderson got on our train at Philadelphia and rode the rest of the way to New York with us; we checked in at the Park Chambers Hotel where we had reservations, freshened up, had lunch at Schrafts, went window shopping down Fifth Avenue, had tea at the Waldorf-Astoria, dinner at The Barn in Greenwich Village; and whisked Louise back to the station in time to catch her train to Philadelphia. So ended the first day.

We arose early, had breakfast at the Automat—what fun—took a sight-seeing trip around New York which included a ferry ride over to Staten Island and back, a bus ride through certain sections of the city, a ride on the El to the Bowery and Chinatown, a subway ride back up town to the Empire State building where we had lunch on the 86th floor and then went up to the observation tower on the 102nd floor, visited upper Manhattan, the Cathedral of St. John the Divine, Riverside Church, Grant's Tomb, and then the bus back to the Little Church Around the Corner where our trip ended; dinner at Schraft's, then to the Paramount Theatre to see Bing Crosby in "Going My Way." So ended the second day. Are you still keeping up with us?

Thursday morning after breakfast at the Automat—it was quicker and saved us much time—we walked down town to Rockefeller Center and took the tour of Radio City, shopped a little, had lunch, and then went to the Radio City Music Hall; returned to the hotel to freshen up, had dinner at Jack Dempsey's restaurant, went to the Winter Garden Theatre to see "Mexican Hayride," walked to the Lexington Hotel "Hawaiian Room" but was not admitted because of a sad lack of escorts, so we turned up our noses and went around the corner to a drug store and had orange juice. So ended the third day.

Friday morning we hopped out of bed—confidentially, I heard that several of the girls had to be rolled out—and after breakfast went shopping, took a bus to Montclair, New Jersey, where Virginia A. Halsey had invited us for a lovely buffet lunch (I wish I could tell you more about this and the nice girls we met), back to New York to be met by Peg Kernan and Flo Garretson who had come up from their homes in New Jersey to spend the evening with us, a dash to the NBC studios for the City Service Program with Lucille Manners (we met her at the door as we were going in the RCA building), rushed across the street to the Center Theatre to see Sonja

Henie's show "Hats Off To Ice," waffles at Child's, as we did not have time for dinner and had gorged ourselves all afternoon anyway with New Jersey hospitality, thence back to the hotel where four of the crowd tumbled into bed because they couldn't take it, but Helen and I went for a ride in Central Park in a handsome cab at 1:00 a.m. and enjoyed a full moon and the peace and quiet of the park after all the noise and bustle of the day. After the others heard the story of our ride they wished they had gone too!

Saturday morning came all too soon and we were up early as we had to pack our bags since this was the day of our departure. We finished little items of shopping, returned to the hotel to check out, discovered we had left a camera in a shop, made a wild dash back down town to get it, rushed to the station and managed to get our train to Philadelphia where Louise H. Henderson and Eunice Bounds met us at the station; had a quick sight-seeing trip of Philadelphia, visiting Betsy Ross' house, Independence Hall, the Liberty Bell, Christ Church; met other Philadelphia girls at Stauffers for dinner, took a beautiful ride out to Louise's home where she packed all six of us (including herself) into her beautiful but tiny apartment for the night.

We arose early Sunday morning and after breakfast drove to Atlantic City for the day, and had a shore dinner at Hackney's at the opposite end of the Boardwalk from where we first landed. Will any of us forget that long walk—it seemed ten miles instead of three—but it was fun! At 5:00 o'clock, as they were sounding retreat at the Army Air Force Replacement Post, we reluctantly headed for Philadelphia and our train home. Here our party split up, each of us going home with a lot of happy memories.

If each of the girls could tell you (as I have since found out by piecing together scraps of news) what they did from the time they left Pittsburgh until they arrived home, or their subsequent

jaunts, it would make a crazy quilt of fun, laughter, comic experiences, and camaraderie. That's what I like about these girls you get to know so well and who are called "school secretaries."

---

COPY

NATIONAL ASSOCIATION OF  
SCHOOL SECRETARIES

July 5, 1944

Miss Louise H. Henderson  
539 Argyle Drive  
Drexel Hill, Pennsylvania

Dear Louise:

On the occasion of the tenth anniversary of the National Association of School Secretaries, the Executive Board, at its session on July 3, 1944, in Pittsburgh, Pennsylvania, elected you to the position of President Emeritus.

This of course makes you a permanent member of the Executive Board of the National Association of School Secretaries.

This action was taken in recognition of your work in organizing the National Association and with the deep appreciation of the Executive Board for the years of work for the Association and your interest in the welfare of the school secretaries of the nation.

We look forward to having you a permanent active member of the Executive Board and shall welcome your help and advice in the coming years.

Most sincerely,

(Signed) SARA MILNER,  
Corresponding Secretary.

---

**IN-SERVICE GROWTH**—For all professional school personnel, no matter how adequate their pre-service preparation, there should be systematic, progressive programs of in-service study and growth. These programs should be operated on a state and local basis, with pertinent information and guidance as needed and desired from staff specialists in the United States Office of Education.

COPY

NATIONAL ASSOCIATION OF  
SCHOOL SECRETARIES

July 5, 1944

Mr. Cameron Beck  
National Fireworks  
West Hanover, Massachusetts

Dear "Cameron":

On the occasion of the tenth anniversary of the National Association of School Secretaries the Executive Board, at its session on July 3, 1944, in Pittsburgh, Pennsylvania, voted to send to you an expression of appreciation of your constant and diligent efforts in behalf of our Association through the years that it has been organized.

The ideals and standards presented in our behalf to the administrators and boards of education throughout the country have been of inestimable value and we hope you will continue to be our "goodwill ambassador."

Cordially yours,

(Signed) SARA MILNER,  
Corresponding Secretary.

---

Did you know that the nation's 30,000,000 public, private and parochial school students bought \$662,301,096 worth of war bonds and stamps during the last school year, as reported by Ted R. Gamble, director of the Treasury's War Finance Division?

The total represented an average of \$22.07 a pupil.

New York, with a total of \$111,326,597, led all states and territories. Totals for other high ranking states were:

Michigan, \$65,027,021; Pennsylvania, \$53,238,430; New Jersey, \$51,980,625; California, \$47,550,637; Illinois, \$42,848,128; Georgia, \$25,323,115; Missouri, \$24,629,530; Texas, \$20,980,846; Ohio, \$20,654,206; Massachusetts, \$17,836,314, and North Carolina, \$15,041,238.

New Jersey took first place on a per capita basis with an average of \$64.78 a student.

Young America is doing its share to help make this world a better place in which to live!



# Financial Report

Fiscal year August 1, 1943 - July 30, 1944

## NATIONAL ASSOCIATION OF SCHOOL SECRETARIES

August 1, 1943, Balance.....\$1,231.43

### RECEIPTS:

Dues .....\$1,302.00

#### National Secretary:

Advertising .....\$1,870.00

Accounts receivable ..... 80.00

1,950.00

Miscellaneous ..... 75.12

Total receipts ..... 3,327.12

\$4,558.55

### EXPENDITURES:

#### Postage:

President .....\$ 6.99

Secretary ..... 8.73

Membership ..... 109.45

Other ..... 4.87

130.04

#### Stationery, telephone and telegraph, etc.

President ..... 2.98

Secretary ..... 15.67

Membership ..... 127.03

Other ..... 14.22

159.90

Executive Board meetings ..... 528.19

#### National Secretary:

Printing, postage, telegrams, commissions, etc. 1,926.10

Commission payable ..... 437.00

2,363.10

Miscellaneous ..... 42.14

Total expenditures ..... 3,223.37

July 31, 1944, Balance .....\$1,335.18





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## BIGGER AND BETTER THINGS

By Belle Kuehny

### Vice President in charge of Membership

It is a real pleasure to extend greetings to our members of previous years and to the new members of this year.

This year is full of promise. Promise of opportunities to be of real service to our school and our community.

We must hold to our ideals and meet the problems that confront us with an open mind and a sincerity of purpose. We school people are indeed fortunate that during this critical period, we, too, have our place in the building and holding of these ideals in the minds of the boys and girls with whom we come in contact.

Each passing year shows growth and development, both in numbers and vision of the National Association of School Secretaries. However, we must ever look forward and not be satisfied with what we have done, but strive to accomplish bigger and better things for our group. To accomplish this goal, will require the help and unity of every clerical employee in these United States.

Why is our membership only one tenth of the potential membership? Mainly, because we are all self-satisfied and sit back contentedly waiting for others to make the move. Right now is the time for each of us to bring in new members. If you have already joined, you have experienced that self-satisfaction in uniting with your fellow worker and thus helping to further the professional status of the school secretary. The need for unity of purpose is greater now than ever. The least we can do is to support the Local, State and National organizations and in that way be doing our share in promoting and holding the group together. I know of no better way to invest one dollar than in a National Association of School Secretaries membership for it will pay high dividends in "Friendship, Fellowship, and Progress!"

## CORRECTION, PLEASE

Sara Milner, in her role as Corresponding Secretary of the National Association of School Secretaries, hangs her head in shame for the grammatical error made in the letter sent by her to the entire membership for Mrs. Belle S. Kuehny, Vice President in charge of membership, concerning the renewal of memberships, under date of September 10, 1944.

Sara says, "It's terrible of me to have let such an error creep in. Please put the blame on me. I did not catch the error when the proof came from the printer. I do know better and I hope that the members will overlook my carelessness in letting the slip occur."

We forgive you this time, Sara. We know what a hectic month September is for all of us and understand how such an error could have been committed.

## THE TREASURER SPEAKS

By Edna Atkinson

To write of one's duties and plans is not easy, especially when you have no plans, and, when your duties are already specified as implied in the title of Treasurer. Webster defines a treasurer "one in charge of a treasury; an officer who receives the money from any source of revenue, takes charge of it, and disburses it upon orders made by the proper authority."

So there you have all of the duties and plans. Sounds easy, doesn't it? But, haven't you ever wondered what becomes of your five "Application for Membership Cards" that you struggle over to get all filled out properly and what happens to your dollar? Both are little travelers. First, they all come to your treasurer who deposits the dollar to help defray the expenses of postage, stationery, telephone calls and many other small items in connection with membership—that which you can't get the boss to pay.

The membership application card is checked against your permanent file card, and the permanent card is marked "paid for the current year." Thus we

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560 " " "	.....	Jury Charge	.....	Mr. Dupraw
515 " " "	.....	Literary Matter	.....	Mr. Schneider

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Trophy



New York State  
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Trophy

can tell how many years you have been a member of the Association. If you are a new member, a permanent record card is made and marked "paid," then put in alphabetical order according to your state in the permanent cumulative file. Therefore, if you once become a member you are always on file. Also, you can see the importance of marking your application "renewal" or "new" membership.

Second, a receipt is made out and mailed to you. This is your verification that your dues have been received and that you are a member in good standing in the National Association of School Secretaries.

Third, the five card membership applications are distributed as follows:

Card 1. Retained by your treasurer  
Card 2. Sent to the Corresponding Secretary

Card 3. Sent to the Vice-President in charge of membership

(Continued on Page 35)

## LUMBER and SCHOOL SUPPLIES

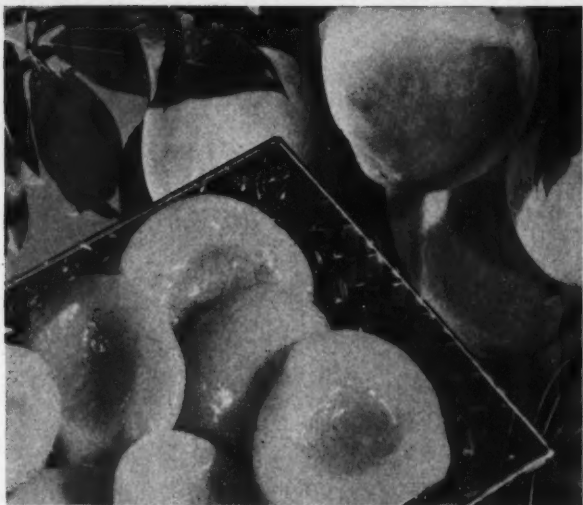
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## A NEW PROJECT—THE RESEARCH DEPARTMENT

Starting with the beginning of the present school year, the National Association will initiate a Research Department for compilation of data concerning the National Association, affiliated associations, and all state and local associations throughout the nation. The Research Department will be organized on a circulating library basis for dispensing information and will be at the disposal of all associations or individual members who may wish to secure information.

The Research Department will contact all affiliated associations to obtain data concerning number of members, names of officers, copies of any publications which the association may issue, salary schedules, and other pertinent information which the organization may wish to place on file. The Research Department will also contact associations not affiliated with the National to secure the same information as listed above. School systems throughout the country which do not have a secretarial association listed will be contacted to find out if such an association is in existence, and that association will, in turn, be asked if they wish to place information in the National Association file.

The questionnaires will be sent out to the various organizations shortly after the beginning of the school year, and we hope that each association will return the information promptly so that the Research file may be placed in use as soon as possible.

The Research Department will also serve as a clearing house for the tabulation of results of questionnaires which may be sent out by the National Association from time to time.

CATHERINE DALY,  
Chairman.

Board of Education  
Dept. of Transportation  
and Warehouses  
Detroit 26, Michigan

## COMMITTEE ON ELECTIONS

In order that every member of the National Association of School Secretaries may have a part in the nomination of candidates for the various offices, I am asking each of you to serve on the Committee on Elections.

Won't you assist us by indicating your choice for each or some of the offices to be filled, and send me the name, address, and qualifications of the person you wish to nominate. You will find a special form for this purpose on page 44 of this issue. If you care to suggest more than one person type additional forms like this one on page 44. The Committee on Elections will then give careful consideration to the qualifications of all candidates suggested and the two most deserving for each vacancy will be nominated. The membership will have an opportunity in the spring to express its choice of the candidates selected.

The constitution provides that two Vice-Presidents, the Recording Secretary, and two members of the Executive Board shall be nominated in the odd numbered years. The following incumbents are eligible for re-election:

Belle S. Kuehny, Vice-President  
Catherine Daly, Executive Board member

Eleanor M. Dearden (Vice-President), Mildred Farner (Recording Secretary), and Grace B. Holt (Executive Board member), who were elected in the spring of 1941 and have faithfully served our organization for two consecutive terms, are not eligible for re-election. However, they may be nominated as candidates for another office.

Our Association, composed of over a thousand school secretaries, must have many members who are deserving of the honor to be nominated to an office, and I feel that those who are eligible for re-election should not automatically be placed on the ballot without competition. We must, however, take into consideration the geographical location of candidates. All sections of the country should be represented and where there already is an officer in the state, that state

*(Continued on page 43)*





"AND WE WERE AFRAID TO JOIN THE AIR CORPS"

#### FIRST PRIZE

Cartooning Section, 1944.  
Drawn by Sid Hutchings,  
Jr., Omaha Technical  
High School, Omaha.  
Nebraska. Teacher: Miss  
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# LISTENING-IN



Anne J. Critchlow

With ear to the ground and nose in the air I've been casting an eager eye around all summer for toothsome morsels from the various newsgatherers of the state, city and village associations! To date, however, my antics have proved fruitless—or almost so—and I've decided that a newshound should get on her dogs and run!

Since I can't run to you, each and all, I'm going to ask you to run via Uncle Sam to me. If the editor of each association newspaper will send me a copy of each issue, I will promise to cull from it all the news that will be of general interest to all other associations. If no newspaper is printed, news items can still be sent to me by an appointed (self or otherwise) member of the association. Remember that if some associations' names appear constantly, it's because they always have something to say for themselves. And the rule works the other way!

YOUR LISTENING REPORTER.

A is for Arizona, a state in the sou'west! Tell us, Arizonites, does G. Holt ever rest?

For news comes from Phoenix, a spot in fair Ariz.

That our Gracie's copped again a prize in the radio biz.

The best series of programs she wrote—and presented them, too,

The prize was the FIRST! Grace, we gals salute you!

M is for Maine, its secretaries on vacation

Found time to send out a July publication,

Which contains condensation of the Conservation

Program for Employees of the U. S. Office of Education!

\* \* \*

Bulletin of Maine School Secretaries' Association, Miss Madelyn C. Ballard, editor, Foxcroft Academy, Dover-Foxcroft, Maine

\* \* \*

DC stand for District of Columbia, as you darn well know,

School secretaries there are always on the go,

They eat, they knit, they give services patriotic,

Charlotte Marr, their president, must have powers hypnotic.

Grace Robinson's the editor of the association bulletin

If she'll send along each copy we'll be glad to pull it in!

\* \* \*

S is for SCHOOL DAZE published in East Weymouth, Mass.

Myrtle Rice, dear editor, a copy to me please pass.

\* \* \*

D is for Detroit, Mich., where's published the NEWSLETTER,

By Doris Lusk of old Wayne U., than whom there's none better!

\* \* \*

P is for Pittsburgh, whose bulletin I can't name

Send a copy, Reta Davies, and I'll bring it to fame!

XYZ stand for all associations omitted  
From this column laborious and oh so  
dim-witted.

Get going, ye editors, send in your doings  
so nary

A one will be absent from the issue in  
February!

\* \* \*

The Secretarial Association of the  
Public Schools of the District of Colum-  
bia had the following article in their  
June, 1944, Bulletin about Esther Tow-  
ers, a member of the Executive Board  
of the National Association in 1935-1936:

"Congratulations to Esther Towers  
who has just been awarded a service bar  
by the OCD for having completed more  
than 500 hours of volunteer service as  
a Red Cross Nurse's Aide. This service  
has been performed by Esther at Emer-  
gency and Sibley Hospitals during the  
past 20 months. For the last several  
months, she has been Captain of the  
Nurses' Aides at Sibley Hospital. We  
commend her for this fine contribution  
to the war effort!"

\* \* \*

#### SPECIAL NOTE FOR GRACE HOLT IN ARIZONA!

Dr. Albert Edward Wiggam, noted  
psychologist, has the following to say:

"In Montana, Arizona, Wyoming and  
Nevada there are a lot of left-over un-  
married men, who no doubt, are looking  
for wives. There are nearly three un-  
married men between 25 and 54 there,  
to every two women. However, if a  
woman lives in the Carolinas, Tennessee  
or Rhode Island, she had better move  
out, for there are nearly two women to  
every man there!"

We'll check with you later, Grace, to  
learn how great an influx of school sec-  
retaries arrived in Arizona after reading  
this! This is one way of supplying the  
demand.

\* \* \*

Denver Public Schools Clerks and Sec-  
retaries Association elected Dorothy  
Reagan, Smiley Junior High School, as  
president for 1944-45.

# Hasten the Day!

... We are happy  
to be doing our  
part in the war,  
but will be happier  
when we can again  
give "all out"  
Old Faithful  
service to our  
school friends.



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CHICAGO HEIGHTS, ILL. U. S. A.

FLASH! is a quick little sheet published by the Denver clerks and secretaries. Freda Linton was chairman of the committee for its publication in 1943-44. The May 19 number contained a charming tribute to our Florence Stubbs, who retired at the end of the school year. "She is indeed the 'perfect' secretary in that her manner is always composed, helpful, and happy, and she performs her duties as a 'service' to the school and community."

\* \* \*

The Massachusetts secretaries discussed three important matters at their May meeting, to wit, the number of state-wide and district meetings the association should hold during the year, the matter of considering for membership on committees only paid-up members, and the ever-present and knotty problem of securing state tenure under the teacher tenure act.

The May SCHOOL DAZE was bulging with news bits. From several oh—so—interesting reports of district meetings held on Lincoln's Birthday, it really snowed in Massachusetts that day, but secretaries are sturdy and can take it! They turned out in full force for those meetings.

\* \* \*

Detroit secretaries are participating in a job analysis project that is being conducted by the Detroit public schools. All office employees, whether members of the Association or not, were asked to return questionnaires sent out. The results of the analysis should be interesting to all school secretaries. Dorothy Nickel is the association representative on the committee.

Professional standards, personality, dress, and receiving and taking care of visitors were discussed in a panel discussion directed by the Detroit group at the Michigan State Association meeting held in Grand Rapids, April 29 and 30. Catherine Daly, Clara Sinclair and Dorothy Nickel participated.

Dorothy Boryan is editor of the MICHIGAN NEWSLETTER for 1944-45. What is your address, Dorothy? Will you please put me on your mailing list?

Irene Cole, Grand Rapids, is president of the Michigan Association.

\* \* \*

Elizabeth Teel, Board of Education, Nutley, New Jersey, is the editor of the Bulletin of the New Jersey Association of School Secretaries.

\* \* \*

The local chapter of Arizona School Administrative Assistants met at the Central Christian Church, September 25, 1944.

Mrs. Margaret Renaud, of the County School Superintendent's office, was elected President. By the way, her "boss," Mr. Laur, is a very sincere friend of the school secretaries in Arizona and is a member of their Local and State Associations, as well as the National Association.

\* \* \*

October is going to be quite an active month for the Pittsburgh Association of School Secretaries. The following activities are scheduled: Get-Acquainted Tea on October 5, Institute Program on October 13, first annual business meeting on October 17, and a Hay Ride on October 21! We hope they have enough energy left to attend the Roller Skating Party to take place in November!

\* \* \*

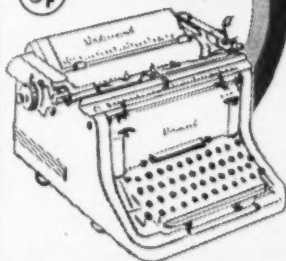
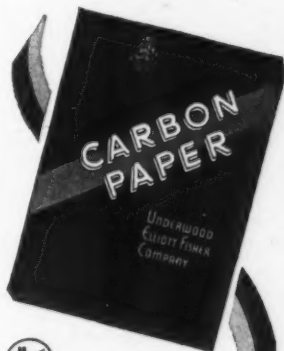
The Virginia State Association of School Secretaries is scheduled to have a meeting on November 29 at four-thirty o'clock in Richmond. Miss Nellie Henson is president of the association.

Card 4. Sent to the Sectional Membership Chairman

Card 5. Sent to the State Membership Chairman

Fourth, and finally, you will be hearing from all five of us as soon as you start your membership application and your dollar to traveling.

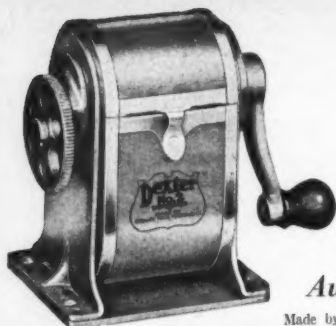
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## *Our Revised Constitution*

The fact that any Constitution needs revision is, in itself, a good and healthy sign since it indicates increased knowledge, a greater span of usefulness and growth in the organization whose working plan it is.

Because of the fact that I served as Parliamentarian and also as President of the Secretarial Association of the Los Angeles City Schools, in which capacities I had had some experience in revising the Constitution of that organization, the National Executive Board in session in Chicago in July, 1943, asked me to serve as chairman of the revision committee for the purpose of revising the Constitution and By-Laws of the National Association. I was both honored and concerned.

Sitting there in the Palmer House on that hot Fourth of July afternoon last year, we realized that indeed we had made progress since that other "hot Fourth of July afternoon" eight years earlier, when our first Constitution was drawn up.

All last year as I studied constitutions of numerous other national organizations as well as charters and constitutions of state and county educational groups I realize more fully just what a fine piece of work that small group of delegates meeting in Denver in July of the year 1935 had done. This is evidenced in the many sections and articles of the Constitution and By-Laws revision of which seemed unnecessary.

With the invaluable help of my committee, Eleanor M. Dearden of Massachusetts and Mildred G. Farner of Ohio, who sent me many wise and constructive suggestions, and with the encouragement and assistance of Belle S. Kuehny, who has served many years as a loyal and experienced worker in our National organization, I made the changes which our growth in membership, in experience and in scope of usefulness seemed to demand.

This draft was submitted to the members of the revision committee, and to the National President, Betty Zimmerman, for approval, and then in turn to the members of the Executive Board on Sunday, July 2, 1944, in Pittsburgh, Pennsylvania. Each Section and Article in turn was read, discussed, changes made when they seemed necessary, and adopted. It is this final draft, unanimously adopted by the Executive Board of the National Association of School Secretaries, which is now submitted to the membership for ratification, beginning on page .... of this issue.

The revision committee hopes that it will meet with your approval. The Executive Board feels that it is a workable "blue print" which will act as a guide, at least for a time, in the building of an ever growing, every more efficient and useful National Organization.

May I again thank the members of my committee for their help and the members of the Executive Board for their courtesy and confidence. And may I express deep and sincere gratitude for this opportunity which has given me a better knowledge and a fuller appreciation of the merits and achievements of our National Association of School Secretaries.

HELEN H. BINGHAM, Chairman,  
Constitution and By-Laws Committee.

7003 Arbutus Avenue,  
Huntington Park, California.



**Proposed Changes in the Constitution  
of the  
NATIONAL ASSOCIATION OF SCHOOL SECRETARIES**

[Note: Where changes have been made words are shown in *italic*.]

**Article I — NAME**

The name of this organization shall be the National Association of School Secretaries.

**Article II — PURPOSE AND AIM**

The purpose and aim of the National Association of School Secretaries is to elevate the standards of the group and through organization to pool our ideas and ideals toward a finer and more efficient service to the school and to the community.

**Article III — MEMBERSHIP**

Section 1. Membership in the National Association of School Secretaries shall be of *four classes: active, associate, life, and honorary.*

Section 2. All persons engaged in clerical or secretarial work in educational systems of the United States, or organizations concerned with education, shall be eligible for active membership in this association upon payment of annual dues.

Section 3. Active members in good standing shall be entitled to vote, to hold office, and to participate in discussions at the meetings of the association.

Section 4. *Former active members who have entered other fields of endeavor and who desire to keep in touch with the association may, upon payment of annual dues, become associate members with all privileges of active members except that of holding office or voting.*

Section 5. *Former active members who held office while in the association, but are no longer engaged in education work, may upon the payment of \$10.00 become life members of this association, with all the privileges of active members except that of holding office or voting.*

Section 6. *Honorary membership is bestowed upon members in recognition of service to the association. Honorary members are elected by vote of the association at the annual meeting upon nomination by the Executive Board and are entitled to all the privileges of active members except that of holding office or voting. Honorary members shall be exempt from paying dues.*

Section 7. Membership in this association shall be terminated by nonpayment of dues, by resignation, or other causes to be *determined by the Executive Board.*

**Article IV — OFFICERS**

Section 1. The officers of this association shall be a President, *First, Second and Third Vice Presidents*, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2. The Executive Board shall consist of the *President Emeritus*, President, three Vice Presidents, Recording Secretary, Corresponding Secretary, *Treasurer, Junior Past President*, and four Members at Large of the association, selected from four different states, including the District of Columbia, and other possessions of the United States, *and a Parliamentarian, who shall be appointed by the President.*

Section 3. The President, the *Second* Vice President, the Corresponding Secretary, and the Treasurer shall be *elected* in the even numbered years; the *First and Third* Vice Presidents and the Recording Secretary in the odd numbered years. Two of the members at large shall be *elected* in the even numbered years and two in the odd numbered years.

Section 4. The officers and members at large shall be elected in accordance with the provisions in Article 4, Section 1 of the By-Laws for a period of two years and no officer shall be eligible to serve more than two consecutive terms *in the same office.*



#### Article IV — AFFILIATION AND ADVISORY COUNCIL

Section 1. *Any local or state association may upon payment of \$5.00 annually affiliate with the National Association.*

Section 2. *There shall be an Advisory Council, consisting of one member for every twenty National members from each local or state association affiliated with the National Association. Members in the Advisory Council shall be elected by the local or state association or chosen by vote of the executive board of the local or state association prior to June 1 of each year.*

Section 3. *One of the Vice Presidents of the National Association shall be appointed by the Executive Board to act as chairman of the Advisory Council.*

Section 4. *Privileges or duties of the Advisory Council*

a. *To formulate general policies of the National Association.*

b. *New policies may originate in the Advisory Council and be submitted to the Executive Board for approval.*

c. *To aid in the selection of officers for the National Association.*

Section 5. *Meetings of the Advisory Council shall be held in conjunction with the convention of the National Association of School Secretaries, except in case of emergency when the meeting shall be called at the discretion of the Vice President in charge of the Advisory Council and the members of the Executive Board.*

#### Article VI — COMMITTEES

The President with the approval of the Executive Board shall appoint annually such standing and other committees as are necessary. *One member of each committee shall be selected from the members of the Advisory Council.*

#### Article VII — MEETINGS

Section 1. *Meetings of the National Association of School Secretaries shall be held annually in conjunction with the National Education Association convention and at such other times and places as shall be determined by the Executive Board.*

Section 2. *At the annual meeting of the Association the annual reports shall be presented and the newly-elected officers shall be installed.*

Section 3. *The President shall preside at the Annual Meeting. In the event of her inability, the First Vice President shall assume her duties. In the event of the absence of these officers, the Executive Board shall appoint a chairman for the occasion.*

Section 4. *Special meetings of the Executive Board may be called by the President.*

#### Article VIII — AMENDMENTS

Amendments to this Constitution and to the By-Laws may be proposed in writing by any member to the Executive Board. *Such amendment or amendments shall become a part of this constitution when adopted at an annual meeting of the association by a two-thirds vote of those present, after due notice in writing has been sent to the entire membership or in case of emergency by a two-thirds vote of written ballots returned.*

---

### Proposed Changes in the By-Laws of the NATIONAL ASSOCIATION OF SCHOOL SECRETARIES

#### Article I — MEETINGS

Section 1. *The order of business for the transaction of business at any meeting shall be as follows:*

Call to order  
 Reading of minutes  
 Report of Treasurer  
 Reports of committees  
 Reading of communications  
 Roll call of members  
 Unfinished business  
 New business  
 Adjournment

Section 2. All meetings of this Association shall be conducted according to parliamentary procedure as set forth in Robert's Rules of Order, revised edition.

## Article II — DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Association, and of the Executive Board; shall call all special meetings; and shall appoint all committees as indicated in Article III of the By-Laws; and shall perform such other duties as directed by the Executive Board.

Section 2. In the event the office of the President shall be vacated, the First Vice President shall perform the duties of the President.

Section 3. *The President shall be a member ex-officio of the Advisory Council by virtue of her office.*

Section 4. *The President shall approve all communications of a general nature sent out in the name of the Association.*

Section 5. *Each of the Vice Presidents shall be given a definite assignment of responsibility as follows: one Vice President shall be responsible for the Advisory Council, one Vice President shall be in charge of membership, and one Vice President shall act as Editor and be responsible for the National magazine.*

Section 6. The Recording Secretary shall keep an accurate record of the proceedings of the Association and of the Executive Board.

Section 7. The Corresponding Secretary shall issue notices of all meetings and conduct the correspondence of the Association as directed by the Executive Board.

Section 8. The Treasurer shall deposit the funds as the Executive Board shall direct and shall disburse them only upon a written order properly drawn and signed by the President. The Treasurer shall present a yearly report at the annual meeting of the Association. The accounts of the Treasurer shall be audited at the close of each year by the Committee on Audit. The Treasurer shall be bonded at the expense of the Association.

Section 9. The Executive Board shall have the power to fill any vacancies occurring among the officers until the next annual meeting. The Executive Board shall assist in preparing the programs at the meetings of the Association and shall perform such other duties as may be imposed upon it by the organization.

Section 10. *The Executive Board shall be empowered in time of emergency when annual meetings cannot be held, to conduct such business as would normally come before the annual meeting.*

## Article III — COMMITTEES

Section 1. The standing committees of this Association shall consist of a Committee on Elections, Finance, Audit, Membership, and such other committees as may be established.

Section 2. The Committee on Elections shall comply with the regulations provided in Article IV of the By-Laws of the Association. This committee shall consist of five members, two of whom shall be members of the Executive Board, two to be selected from among the representatives on the Advisory Council, and one to be selected from the membership at large.

Section 3. The finance committee shall have general charge of the budgeting of the finances of the Association, and shall submit an annual budget to the Executive Board for approval. The committee shall consist of three members, one of whom shall be the Treasurer.

Section 4. The committee on audits shall audit the books of the treasurer at the close of each year and shall report its findings to the Executive Board. This committee shall consist of three members.

Section 5. The committee on membership shall pass upon the eligibility of members to vote. This committee shall consist of the Vice President in charge of membership and the sectional membership chairmen.

Section 6. A majority of the membership of any committee shall constitute a quorum for the transaction of business of the committee.

Section 7. Any of the foregoing committees may be discontinued or others added by a majority vote of the Executive Board.

Section 8. The chairman of each committee shall submit a yearly report at the annual meeting of the Association.

#### Article IV — ELECTIONS

Section 1. There shall be an election previous to the annual meeting to fill all vacancies among the officers and the Executive Board. Election shall be by written ballot. A majority of all votes cast shall be necessary to elect.

Section 2. The election committee shall nominate in writing at least two candidates for each office to be filled, after such candidates have been declared eligible by the membership committee. These nominations shall be mailed to each member of the organization, in good standing, on or before May 15. Names of other candidates may be written in. All votes shall be completed and returned to the chairman of the election committee as indicated on the blank forwarded.

#### Article V — DUES

Section 1. The annual dues of each member shall be one dollar, payable to the treasurer on October 1. Members whose dues are not paid at the time of the annual election shall be ineligible to hold office or to vote at the annual election.

Section 2. The annual dues for organizations that wish to affiliate shall be \$5.00, payable on October first.

#### Article VI — QUORUM

Fifteen voting members of this Association shall constitute a quorum for the transaction of business. A majority of the members of the Executive Board shall constitute a quorum for the transaction of business.

#### PLAN FOR AFFILIATION

Adopted at the Annual Meeting of the Association in San Francisco, California—July, 1939. Revisions adopted at Annual Meeting in Boston, Massachusetts—July, 1941, and in Denver, Colorado—July, 1942.

##### 1. Membership

- a. Each local or state association shall have proportional representation on the Advisory Council upon affiliation with the National Association.
- b. Each local or state association shall be entitled to one member on the Advisory Council for each twenty (20) National members.

- (1) In counting the number of National members to determine representation on the Advisory Council, no person may be counted more than once; that is, the local and state association may not both count the same person in determining the number of members.

- (2) In determining the number of representatives from each organization for the ensuing year, the membership figures of May 15 shall be used and no adjustment in the number of representatives shall be made through the year even though an organization decreases or increases its National membership for that year.
- c. In states having less than twenty (20) National members, associations may apply for affiliation with representation on the Advisory Council by approval of the Executive Board.
- d. Members on the Advisory Council shall be elected by the local or state association or chosen by vote of the executive committee of the local or state association prior to June 1 of each year, the state association to act as the clearing house in determining the number of members. Associations affiliating after June 1 shall select representatives at the time of affiliation to serve until the following June 1, thereafter representatives shall be selected prior to June 1.
  - (1) An alternate may be selected to represent a local or state association at the meeting of the Advisory Council in place of a duly selected representative, provided she is chosen by vote of the executive committee of her association and her name is forwarded to the Vice President in charge of affiliation at least fifteen days prior to the meeting.
- e. Any state that has twenty (20) or more National members but does not have a state association shall be entitled to one member on the Advisory Council to represent the state, said member to be elected by the Advisory Council upon the recommendation of the Executive Board.
- f. The President of the National Association shall be a member ex-officio of the Advisory Council by virtue of her office.

## 2. Length of Term of Office

- a. The term of office shall be for two years with one-half elected each year so that there will not be a complete turn-over of the Advisory Council at any time.
- b. When an association affiliates with the National Association for the first time, one-half of the representatives shall be elected for one year and one-half for two years.
  - (1) The association shall determine which of its representatives shall serve for the one-year term. In case of an odd number of representatives, the number of representatives chosen to serve for two years shall be the greater number.

## 3. Fee

- a. Each local or state association shall pay \$5.00 annually for the privilege of affiliation with the National Association.
- b. The fee for affiliation is payable in October of each year.

## 4. Meetings of the Council

- a. There shall be a meeting of the Advisory Council at the time of the meeting of the National Association of School Secretaries, held in conjunction with the meetings of the National Education Association.
- b. The Vice President in charge of affiliation shall act as chairman at all meetings of the Advisory Council and shall take care of any necessary correspondence.

- c. At each meeting of the Advisory Council a secretary shall be selected from among the members present to keep the minutes of that meeting.
- d. Prior to each meeting of the Advisory Council, a bulletin listing the various matters to be presented shall be sent to each member of the Council.

- (1) Absent representatives may express opinions in writing to the Vice President in charge of affiliation on any matter to be considered and indicate how they would vote on the matter if they were present.
- (2) A summary of the expressions of opinion of absent representatives shall be made and presented at the meeting of the Advisory Council.
- (3) In the case of a tie vote on any matter, the consensus of opinion of absent representatives on this question shall be considered one vote.

## 5. Privileges or Duties of the Council

- a. To formulate general policies of the National Association of School Secretaries

- (1) New policies may originate in the Advisory Council.
- (2) The details of putting the new policies into operation shall be in the hands of the Executive Board.

- b. To aid in the selection of officers of the National Association of School Secretaries

- (1) Two members of the Committee on Elections are chosen from the Executive Board according to the Constitution. Of the other three members who are chosen by the President from the membership at large, two shall be chosen from among the members of the Advisory Council.
- (2) The actual voting shall be carried on in accordance with the present provisions of the Constitution, all members of the National Association voting on the proposed slate of officers.

- c. One member of each committee appointed by the President or by the Association shall be chosen from among the members of the Advisory Council.

## COMMITTEE ON ELECTIONS

*(Continued from page 30)*

should have no further representation on the ballot.

Many have commented that our national organization does not have many opportunities for the membership to participate in its affairs. Nomination and election provides a means of participation. Therefore, won't each of you take it upon yourself as a solemn duty and privilege to serve on the Committee on Elections in an honorary capacity and send me names of candidates who are eligible because of their past interest and activity.

BETTY ZIMMERMAN, Chairman  
Committee on Elections.

Steuben Junior High School  
Milwaukee 10, Wisconsin.

COOPERATE! ! Remember the Banana. Every time it leaves the bunch it gets skinned.

\* \* \*

"Is there a word in the English language that contains all the vowels?"

"Unquestionably."

"What is it?"

"Unquestionably."

\* \* \*

The gentleman stopped to talk to the wee girl who was making mud pies on the sidewalk.

"My word," he exclaimed, "you're pretty dirty, aren't you?"

"Yes," she replied, "but I'm prettier clean."

\* \* \*

Chalked on the back of a car in Pittsburgh: "Don't take this junk."

## TEAR-SHEET BALLOT

### SUGGESTIONS TO NOMINATING COMMITTEE FOR OFFICERS OF N.A.S.S.

Name ..... School or Department.....

Address..... Reasons you think makes the  
person qualified .....

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Your name ..... Address.....

### BALLOT FOR PROPOSED CHANGES IN THE CONSTITUTION AND BY-LAWS

Do you approve the proposed changes in the Constitution and By-Laws  
as printed in this magazine beginning on page ..... YES..... NO.....

If you do not approve, will you list your suggested changes here.....

.....

.....

.....

.....

### NATIONAL EDUCATION ASSOCIATION DEPARTMENTAL STATUS FOR N.A.S.S.

Are you a member of the N.E.A.?..... In view of the possibility  
(Yes or No) .....

of N.A.S.S. becoming a Department of the N.E.A., would you be  
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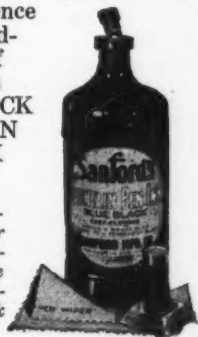


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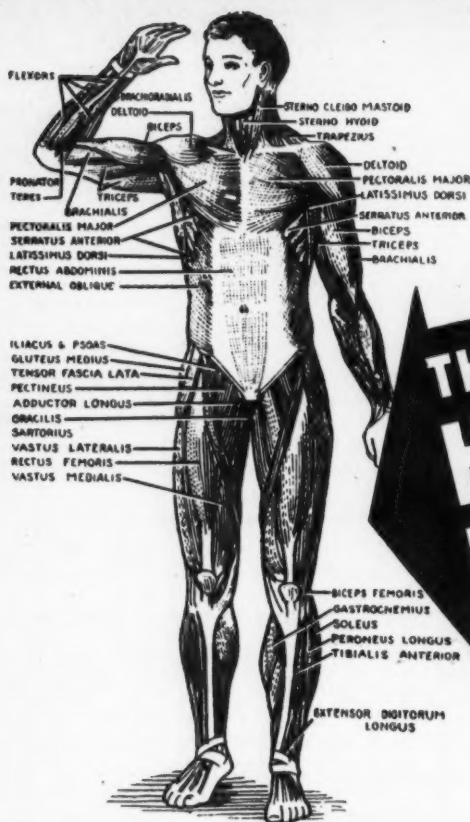
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## A COOPERATION FABLE

Said a wise old bee at the close of day,  
"This colony business doesn't pay.  
I put my honey in that old beehive  
That others may eat and live and thrive;  
And I do more work in a day, by gee,  
Than some of the other fellows do in  
three.  
I toil and worry and save and hoard,  
And all I get is my room and board.  
It's me for a hive I can run myself,  
And me for the sweets of my hard  
earned pelf."

So the old bee flew to a meadow lone,  
And started a business all his own.  
He gave no thought to the buzzing clan,  
But all intent on his selfish plan,  
He lived the life of a hermit free—  
"Ah, this is great," said the wise old bee.

But the summer waned and the days  
grew drear,  
And the lone bee wailed as he dropped  
a tear;

For the varmints gobbled his little store,  
And his wax played out and his heart  
was sore,  
So he winged his way to the old home  
band,  
And took his meals at the Helping Hand.

Alone, our work is of little worth;  
Together we are the lords of the earth;  
So it's all for each and it's each for all—  
United we stand, divided we fall.

\* \* \*

## Go To The Hills

If thou art worn and hard beset  
With sorrows thou wouldst forget  
If thou wouldst learn a lesson well to  
keep  
Thy heart from fainting, and thy soul  
from sleep,  
Go to the woods and hills!  
—Anon.  
How I'd like to go—  
I've got hills—but no gas!

## NATIONAL ASSOCIATION OF SCHOOL SECRETARIES

### Application for Membership

Date.....

Name: (Mrs., Miss, or Mr.).....

Name of School..... Address.....

City..... State.....

Position in School System:.....

Name of member turning in this new application:

.....  
(Not necessary unless you wish to give it.)

(Forward this application, with one-dollar for annual dues, to Belle S. Kuehny,  
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